

## **Aoyama, Joyce**

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**From:** Aoyama, Joyce  
**Sent:** Tuesday, March 25, 2014 4:22 PM  
**To:** Washington, Audrey  
**Subject:** RE: FORM 135  
  
**Categories:** Record Saved - Shared, Blue Category

Hi Audrey,

I was just wondering if these are all past their retention? If they closed in 1996, then their retention would be complete in 2006. Do you have younger records in that same box? We can go ahead with an In- house destruction form for these unless their subject to a Lit Hold or FOIA. Please let me know. Thanks! (Box 7311 – I put in a date range by the years I saw on the box contents)

Thank you,

Joyce Aoyama  
Regional Records Manager  
ASRC Primus Solutions  
U.S. EPA-Region 10, CON-078  
(206) 553-2595 voice; (206) 553-0714 fax

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**From:** Washington, Audrey  
**Sent:** Friday, March 21, 2014 3:17 PM  
**To:** Aoyama, Joyce  
**Subject:** FORM 135

Hi Joyce, please review my forms to check for accurate, thanks.

*Audrey Washington*  
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